

Poway Unified School District
PERSONNEL COMMISSION
15250 Avenue of Science
San Diego, CA 92128-3406
District Office – Community Room East

MINUTES
Monday, December 4, 2017

A. PRELIMINARY FUNCTIONS

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:36 p.m., Monday, December 4, 2017, in the Community Room by Chairperson Margaret Wyatt.

Members Present: Margaret Wyatt, Chairperson
Darren Keenaghan, Vice Chairperson

2. Welcome to the Public

3. Approval of the Agenda

It was moved (Keenaghan) seconded (Wyatt) and carried (2-0) to approve the agenda for the December 4, 2017, Personnel Commission regular meeting.

Vote: Ayes – Keenaghan and Wyatt, Absent - Little

4. Approval of the Regular Meeting Minutes

It was moved (Keenaghan), seconded (Wyatt) and carried (2-0) to approve the minutes from the September 5, 2017, regular Personnel Commission meeting.

Vote: Ayes – Keenaghan and Wyatt, Absent – Little

5. Oath of Office

Margaret Wyatt took her oath of office to accept a new term as a Personnel Commissioner.

6. Organization of the Personnel Commission for 2018

a. Election of the Chair of the Personnel Commission

It was moved to nominate(Wyatt), seconded (Keenaghan) and carried (2-0) to elect Darren Keenaghan as the new Chair.

b. Election of the Vice Chair of the Personnel Commission

It was moved to nominate(Keenaghan), seconded (Wyatt) and carried (2-0) to elect Margaret Wyatt as the new Vice Chair.

B. COMMENTS

C. INFORMATION ITEMS AND REPORTS

1. Commissioners

There were no comments to report.

2. Director

The District Office will be closed for winter break from December 25, 2017 – January 8, 2018. Social Media profile has grown with the addition of LinkedIn.

- 3. District**
There were no comments to report.
- 4. Employee Association**
There were no comments to report.
- 5. Staff**
There were no comments to report.
- 6. Operating Budget**
The operating budget was presented.
- 7. Recruitment Status Report**
The recruitment status report was presented.
- 8. Report of Testing**
The report of testing was presented.
- 9. Communications**
Board Briefs from the November 9, 2017, Board of Education meetings were presented.

D. CONSENT AGENDA

It was moved (Wyatt), seconded (Keenaghan), and carried (2-0) to approve the Consent Agenda for the December 4, 2017, Personnel Commission meeting.
Roll Call Vote: Ayes – Keenaghan and Wyatt, Absent - Little

- 1. Ratification of Eligibility Lists (PC 50.100.1 (A)):**
 - a. Program Aide - ESS
 - b. Guidance Technician
 - c. Instructional Assistant – Physical Education
 - d. Student Health Care Specialist
 - e. HVAC and Refrigeration Technician
 - f. Instructional Assistant – English Language Learner
 - g. Food and Nutrition Assistant I
 - h. Food and Nutrition Assistant II
 - i. Food and Nutrition Supervisor I
 - j. Instructional Assistant I – Special Education
 - k. Instructional Assistant II – Special Education
 - l. Program Aide - ESS
 - m. Warehouse Worker
 - n. Bus Driver
 - o. Lead ESS Assistant
 - p. Middle School Accounting Technician
- 2. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

E. ACTION ITEMS

- 1. Classification Review Recommendation – Planning Series**
It was moved (Wyatt), seconded (Keenaghan), and carried (2-0) to approve the revision to the class description for Planning Technician, Planning Analyst, and Senior Planning Analyst
Roll Call Vote: Ayes – Keenaghan and Wyatt, Absent - Little

2. Approval of the Personnel Commission meeting dates for 2018
It was moved (Wyatt), seconded (Keenaghan), and carried (2-0) to approve the Personnel Commission meeting dates for 2018.
Roll Call Vote: Ayes – Keenaghan and Wyatt, Absent - Little

D. Next Personnel Commission Meeting

The next Personnel Commission meeting is scheduled for Tuesday, January 16, 2018, at 4:30 p.m.

F. ADJOURNMENT

The meeting adjourned at 4:47 p.m.